

When we write, we need to clearly to indicate to the reader what portions of our writing come purely from our own minds or personal observations, and what portions are to be properly attributed to external sources. By default, all work is assumed to be original effort by the author of the document. Yet, the reader needs to be guided by the author to understand what external information has influenced the author's writing. To correctly acknowledge the sources used, we apply a *documentation style*.

The documentation style we will use is *parenthetical* documentation, consisting of two parts:

- a) citation - the source citation placed in parentheses with reference number followed by a comma and then the appropriate page numbers (1, p. 259), and
- b) reference list - the inclusion of a list of references at the end of the document, arranged sequentially in the order in which they are cited in the body of the text. Detailed examples for the way to list references are shown on the following page and are extracted directly from the *Pocket Book of Technical Writing for Engineers and Scientists* (1, pp. 261-276).

Please note that there are many choices of style even within the parenthetical documentation selection, both for the citation style and for the reference listing style. For example, an alternative citation style gives the author name and year of publication followed by page numbers.

For uniformity in student reports for the TTU Mechanical Engineering Department, we will use the styles indicated above in (a) and (b).

In your future writing needs, you may be required to change styles, since many professional organizations indicate their preferred standard documentation. One example of a widely used standard is *The Chicago Manual of Style* (2). Examining the styles indicated in the on-line Chicago-Style Citation Quick Guide (3), we would find a minor contrast to the documentation style we are using, i.e. the alternative form of the parenthetical citation.

#### References:

1. L. Finkelstein, *Pocket Book of Technical Writing for Engineers and Scientists*, 3<sup>rd</sup> ed. Boston: McGraw-Hill, 2008.
2. *The Chicago Manual of Style*, 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.
3. "Chicago-Style Citation Quick Guide." The Chicago Manual of Style Online, [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html), (accessed August 29, 2008).

